

<b>Kelsey School Division          Box 4700          The Pas, MB R9A 1R4</b>	<b>Code: BDA</b>
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**BOARD MEETINGS**

**A. Organizational Meeting**

1. The election of the Chair and Vice-Chair as provided for in Provincial Statute, must be held:
  - a) in a year of a regular election, at the first meeting of a school board after a regular election.
  - b) in any other year, at the first meeting of a school board in September.

If the Secretary Treasurer is absent when an election noted above is to be held, the trustees must select from among themselves a trustee to conduct the election, and the trustee selected is entitled to vote in the election.

2. The appointment of committee chairs and members shall take place at a scheduled meeting of the Board:
  - a) following a regular election, and
  - b) in September, in non-election years.
3. The annual organizational meeting will be held prior to the regularly scheduled meeting of meeting of the Board or at such time as established by the Board.

**B. General Meetings**

1. The first meeting of the School Board following a regular election shall be held not later than the 14th day after the 4th Wednesday in October in the year of the election, at an hour to be fixed by the Secretary Treasurer of the School Division who shall notify each trustee of the time and the place of the meeting.
2. The Board of Trustees shall, at the first meeting following the election, in any year, establish by motion the day of the week, time, and the place of all subsequent regular Board meetings for that year.
3. Any variance to the above stated dates may be made by motion at a prior regular meeting, or a variance may occur if all trustees are contacted personally by the Secretary Treasurer, and all trustees consent thereto to the change in the meeting date of the regular meeting. The media shall be advised of any variance to the meeting date.
4. Meetings during July and August shall be at the call of the Chair.

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- 5. The Board shall not remain in session any longer than 3 1/2 hours after the scheduled time for the meeting to commence, unless it shall be otherwise determined by a 2/3 (two-thirds) vote of the members present. Should the meeting not continue, items still on the agenda or those requiring extended deliberation shall be taken up at a special or at a subsequent regular meeting.

C. Emergency Meetings

The School Board may hold a meeting at any time and any place to deal with emergency situation if all the trustees consent thereto and are present thereat.

D. Special Board Meetings

- 1. A special meeting will be held if a request in writing from two Board members is received by the Board Chair or in the absence of the Board Chair, the Vice-Chair.
- 2. The written request shall specify the exact content of the meeting.
- 3. The Chair or the Vice-Chair will subsequently instruct the Secretary Treasurer to establish such a meeting in accordance to the Public School Act.

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**REQUEST FOR SPECIAL BOARD MEETING**

To \_\_\_\_\_ (Board Chair, Vice-Chair)

Trustees requesting the Special Meeting

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Reason for requiring a Special Meeting (specify)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Request \_\_\_\_\_

- Trustees' Signatures
- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_

The Chair or Vice Chair will subsequently instruct the Secretary Treasurer to establish such a meeting in Accordance to the Public Schools Act.